

Voucher Management System

Frequently Asked Questions (FAQs)

The Financial Management Center (FMC) worked with a Focus group consisting of Public Housing Agencies (PHAs) and Fee Accountants to review the data collection HUD Form 52681-B to provide suggestions for improvement and a list of expected questions.

General Questions

How do I get answers to specific questions?

E-mail all questions to the FMC HELP desk at Financial_Management_Center@hud.gov.

How often are PHAs required to report on HUD Form 52681-B?

At this time it is anticipated that reporting will be every 3 months and the planned schedule is:

- Aug. 7-20 for September 30, 2003 renewals
- Nov. 7-20 for December 31, 2003 renewals
- Feb. 7- 20 for March 31, 2004 renewals
- May 7-May 20 for June 30, 2004 renewals

How do I submit revisions/corrections for prior reporting periods?

At this time electronic revisions/corrections are accepted for prior period submissions through the normal submission process.

Will PHAs continue to receive a monthly draw on the 1st of the month?

At the present time, there will be no change to the disbursement dates. Disbursements will continue to be made on a monthly basis, with adjustments made by HUD as necessary after consultation with the PHA. To comply with the language of the Appropriations Law, a revised form HUD-52663 will be re-approved by HUD and transmitted to the PHA.

What fields am I required to enter on HUD Form 52681-B?

All fields applicable to your agency are required, the following fields, if not completed, will keep you from completing your submission:

- HA Number
- Point of Contact
- Official HA Email Address
- HA Name
- Point of Contact Number and extension
- Name of Authorized Submitter

If you enter a value for Total Vouchers, you also must enter a value for HAP Total, Administrative Fee Earned, and Administrative Expense.

Audit Costs

Do we report data only if we incur an actual expense for the audit during the month?

If the billing occurred during this reporting period and only in the month the billing occurred, report the amount billed for the IPA audit in the space provided.

Leasing

Should I report the Total Vouchers for the entire month or only those units leased on the first day of the month?

Report the total number of Units Leased on the FIRST OF THE MONTH. HAP renewal funding will be based upon Total HAP and Total Units Leased.

Homeownership Vouchers

What are Homeownership Vouchers?

During FFY 2002, HUD published a notice allowing Vouchers to be used in conjunction with the purchase of a home. HUD's portion of the HAP payment may be applied to the program participant's portion of their mortgage payment. HUD is tracking the Total Number of Vouchers being used for Homeownership and the number of new program participants.

Mainstream Vouchers

What are Mainstream Vouchers?

Mainstream Vouchers are special purpose vouchers designated for disabled individuals. Awards were made with initial terms of one or five years.

Moving-to-Work

What should a PHA that has Moving-to-Work (MTW) vouchers report on the form?

For PHAs with a block grant-type MTW program, the HA will report the number of units on the MTW line of the report, and then fill in the associated HAP costs. The MTW vouchers will continue to be funded in accordance with the grant Agreement.

Portable Vouchers

Should I report the HAP associated with Portable Vouchers in the month incurred or in the month they are paid?

They should be reported in the month they are incurred.

Family Self-Sufficiency Coordinator

When do I report FSS Coordinator expenses?

PHAs with *funded* FSS Coordinator programs should report data in the FSS Coordinator line item. If the PHA did not receive a FSS grant but still has a FSS program and coordinator expenses, those expenses should be reported in the Administrative Expense line item.

Hard-to-House

How should I report Hard-to-House fees?

Hard-to-House fees should be reported in the month the fee is earned, that is, in the month in which the move-in occurs.

Administrative Fees

Should I report the actual administrative fee earned for each month or use the new Administrative Fee Rate retroactively to October 2002?

Calculate the administrative fees earned using the latest published Administrative Fee Rate. The latest fee rates were published in the Federal Register on May 6, 2003. The fee must be based upon the number of units under lease as of the first day of the month, not the number of units leased during the month.

I have drawn down on my Admin Fee Reserve. Will HUD be collecting an updated amount?

Administrative Fee Reserve Balance will continue to be reported on PHAs Year End Settlement documents.

Should I include portable voucher fees earned from another agency?

Report only fees for which your agency has been billed by another agency. ***Do not report any fees billed to another agency.***

Over Leasing

What if my PHA is over leased for 1 or 2 months but averages below baseline?

Over Leasing is defined as unit months leased in excess of unit months available for authorized baseline vouchers for the PHA fiscal year. If, at the end of the agency's fiscal year the unit months leased is below the monthly baseline multiplied by 12, the agency will not be considered over-leased for the year.